

Service Options:

Choose the one that is right for you and your case. ✦



Admission of Service

- Serve the other party **directly**
- Other party signs an Admission of Service



Third Party Server

- A friend, family member, co-worker, etc. serves the papers to the other party
- Third party will sign an Affidavit of Service, **NOT THE OTHER PARTY**



Milwaukee Sheriff's Service

- Safety Building, Room 102
- Sheriff **MUST** have an address or they will not serve the papers
- Sheriff will send you an Affidavit of Service
- Free with Fee Waiver or \$90.00



Out of County Sheriff

- Contact the sheriff of the county the other party lives in
- Sheriff will send you an Affidavit of Service
- Fees may vary
 - **Some** counties will accept MKE Fee Waiver



Private Process Server

- Private Process Servers will search for the other party and serve them with the papers
- You do not need an address
- Fees may vary
- No Fee Waiver



Publication

- **THIS IS A LAST RESORT OPTION FOR DIVORCE**
- You must try **TWO** different forms of service before publishing
- You must publish with a verified publisher in the **last known** location of the other party
- Fees may vary
 - No Fee Waiver

You have 90 days to serve your spouse!



Admission of Service

1. Provide a copy of the following documents to your spouse:
 - Summons
 - Petition
 - Temporary Order Hearing documents (if applicable)
 - Notice of Dismissal Date (from 308)
 - Blank Financial Disclosure Statement
2. Your spouse will sign the Admission of Service Form (FA-4119v)
 - You will **write in the case number!**
 - Your **spouse will date when they received the paperwork, then sign and date the form**
3. You will bring the Admission of Service Form (FA-4119V) to your Part 2 appointment **OR** you will file the Admission of Service in your Judge's Courtroom
4. If your **spouse DOES NOT sign the Admission of Service, return to the Milwaukee Justice Center** to learn your other options.